



United States
Department of
Agriculture

Office of the
Assistant Secretary
for Administration

Office of
Procurement
and Property
Management

300 7th Street
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Washington, DC
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TO: ACM Designees and HCADS

FROM: Crandall Watson *Crandall Watson*
USDA ACM
Procurement Policy Division

JUL 01 2010

SUBJECT: USDA's Process for Fulfillment of Mandatory Training

Purpose: USDA's Fulfillment process is intended to assist USDA in accomplishing its mission and goals by creating and maintaining a well trained acquisition workforce. The process affords contracting professionals greater flexibilities in completing mandatory Federal Acquisition Certification in Contracting (FAC-C) training requirements.

Fulfillment Process: The fulfillment process allows trained contracting professionals to document completion, through alternative training and/or education, of the required FAI training course competency standards. USDA's FAC-C Fulfillment process effective immediately, as dated, shall remain in effect unless it is superseded or canceled. All applicants requesting fulfillment must complete the attached FAI/USDA Competency Standards Self-Assessment form and Application for Fulfillment of Mandatory FAC-C Training. Each application must be approved by the applicant's supervisor, ACM Designee, and routed for formal approval from USDA's ACM. These documents are attached and can be found at <http://www.dm.usda.gov/procurement/career/index.html>.

Upon receiving the appropriate signatures, the FAC-C application package should be sent to USDA's Acquisition Career Manager (ACM). The ACM will review each application package to determine whether the applicant has satisfied the FAC-C requirements. If the ACM determines that the applicant has satisfied all FAC-C requirements, the application package will be forwarded to USDA's Senior Procurement Executive (SPE) for approval. If the ACM needs additional information to make a determination, the ACM will request the required information from the ACM Designee.

Alternative training: If applicants obtained competencies through courses that were not FAI, DAU, or DAU-equivalent courses, applicants must provide for each required competency the dates of training, course syllabus or description, course certificate(s) or transcript(s), provider names, and competencies achieved, to the maximum extent practicable.

Education: If an applicant obtained competencies through academic courses provided at an accredited institution that were not DAU-equivalent courses, the applicant must provide the dates of each class, course syllabus or course descriptions, course certificate(s) or transcript(s), provider names, and competencies achieved.

Effective January 1, 2011: Employees of the acquisition workforce on, or after, January 1, 2011 must submit FAC-C application packages with fulfillment requests to USDA's ACM within five years of the fulfillment course completion date.

If you have any questions regarding the implementation of USDA's FAC-C fulfillment process, please contact your ACM Designee or Crandall Watson (USDA ACM) at (202)720-7529 or Crandall.Watson@dm.usda.gov.

Attachments

[USDA FAC-C Fulfillment FAQ.doc](#)

[USDA FAC-C Fulfillment Application.doc](#)

[FAC-C Competency Standards.doc](#)